



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER: 10-05-080	OPENING DATE: 10-28-05	CLOSING DATE: Open Until Filled First Screening -11/28/05	OPEN TO ALL APPLICANTS
POSITION: Staff Attorney JS-12	TYPE OF APPOINTMENT: Career Service		SALARY: \$62,886 - \$81,747 DC Courts non-judicial employees receive federal retirement and benefits
D.C. COURT OF APPEALS	LOCATION: 500 Indiana Avenue, NW		Tour of Duty: Full-time

**PROMOTION POTENTIAL TO DEPUTY STAFF COUNSEL JS-14**

**BRIEF DESCRIPTION OF DUTIES:** Incumbent is one of several attorneys assigned to the Legal Division of the Clerk's Office. As directed by Staff Counsel, prepares legal memoranda on substantive and complex procedural motions and other matters. Duties include: analyzing assigned motions, identifying any jurisdictional defects, identifying and researching issues presented, and drafting a memorandum that includes a concise and well-reasoned analysis and appropriate dispositional recommendation. Incumbent may also review memoranda of other staff for substantive analysis, provide legal research on D.C. Bar Admission and disciplinary matters and undertake special projects.

**MINIMUM QUALIFICATIONS:** A law degree plus three (3) years of legal experience. Must have current and active D.C. Bar membership, or be eligible to waive into the D.C. Bar. Documentation of education and Bar membership or eligibility must be included with the application; applications will not be considered complete unless proof is attached. A successful candidate who is not already a member of the D.C. Bar will, as a condition of employment, be expected to waive into the D.C. Bar within six months after an offer of employment. Applicants must attach a copy of their most recent employment review or, if unavailable, a letter of recommendation.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Knowledge of, or experience in, interpretation, application or litigation of complex areas of law, particularly in the District of Columbia. Please note any appellate experience.
2. Ability to analyze complex legal questions, determine appropriate course of action and concisely draft well written and well reasoned memoranda, motions, briefs and other documents clearly and in compliance with applicable time frames and legal requirements. Especially note any experience at the appellate level.
3. Ability to coordinate and organize assigned work in a small, high-volume office, including managing a heavy caseload, and ensuring that all assignments are completed in a timely manner and within established deadlines, while maintaining a cooperative working relationship with other attorneys and staff. Please note experience in editing the draft work of others.
4. Ability to communicate orally in an analytical and concise manner, especially when given a time sensitive and complex issue.

**SELECTION PROCESS:** After a review of applications and ranking factor responses, a short writing sample, a structured interview, and/or a writing exercise may be required of the highest qualified candidates.

Submit Court Application and Ranking Factors to:  
DC Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington DC 20001  
For further information call (202) 879-0496 or visit our website at [www.dccourts.gov](http://www.dccourts.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.